

NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES
Monday, August 28, 2017

The regular meeting of the New Prague Utilities Commission was held on Monday, August 28, 2017, at 3:30 p.m., at 300 East Main St – Power Plant, New Prague, MN 56071.

PRESENT: Commissioners Dan Bishop, Paul Busch, Richard Jordan, Brian Skok, Amy Jirik

OTHERS PRESENT: General Manager Bruce Reimers and Finance Director Patty Solheid

1. **CALL TO ORDER:** The meeting was called to order by President Bishop on Tuesday, August 28, 2017, at 3:32 p.m.
2. **APPROVAL OF AGENDA:** A motion was made by Commissioner Skok to approve the agenda and seconded by Commissioner Jordan. Motion carried.
3. **MEETING MINUTES:** A motion was made by Commissioner Jordan and seconded by Commissioner Skok to approve the July 31st, 2017 meeting minutes. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Skok to approve claims for payment in the sum of \$87,015.18 and the SMMPA claim for payment in the amount of \$494,040.66 seconded by Commissioner Jirik. Motion carried.
5. **FINANCIAL REPORTS A – C:**
 - A. Investment Report – The Investment Report was presented for review and approval.
 - B. Financial Report – The Financial Reports for July were presented for review and approval.
 - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Busch to approve the Financial Reports as presented, seconded by Commissioner Skok. Motion carried.
6. **MEMO : CUSTOMER SERVICE POLICY CHANGE**

General Manager Reimers went over the proposed changes to the Water Service Connection policy regarding the requirement that the home owner or business owner be present at the service location when a water service is turned on after a disconnection or at the request of a customer. A motion was made by Commissioner Jordan and seconded by Commissioner Busch to make the changes to the Customer Service policy. Motion carried.
7. **MEMO: APPROVAL TO HIRE WATER OPERATOR PENDING ACCEPTANCE OF CONDITIONAL OFFER**

General Manager Reimers informed the Commission that a conditional offer had been made to Travis Scheffler for the Water Operator position. He also asked that the Commission approve the hiring of Mr. Scheffler upon meeting the conditional offer requirements. A motion was made by Commissioner Skok and seconded by Commissioner Jirik to approve the hiring.

8. SMMPA BOARD OF DIRECTORS MEETING – JULY 12, 2017:

No action needed, informational only.

9. SMMPA BOARD OF DIRECTORS MEETING- AUGUST 9, 2017

General Manager Reimers informed the Commission that SMMPA staff have been working on the load forecast for 2018 and will be figuring only about .5% growth in load. SMMPA staff is also working with Bond Council to proceed with the sale of bonds for the Owatonna Energy Station.

10. GENERAL MANAGERS REPORT: General Manager Reimers informed the Commission that Commissioner Busch, Ken Zweber and himself attended the MMUA Summer Conference. Overall, it was a good conference and there was good attendance. The Commission was also informed that Well #1 repairs were completed and the well was back in service. General Manager Reimers also updated the Commission on the Lineman hiring process and stated that he hired Hunter Solheid as a seasonal apprentice line worker to get through the summer construction season.

OTHER BUSINESS: No other business

11. ADJORN: With no further business, a motion was made by Commissioner Jordan to adjourn the meeting at 4:15 pm, seconded by Commissioner Skok. Motion carried.

NEXT COMMISSION MEETING - MONDAY, SEPTEMBER 25, 2017